

From: [Ashmeade, Iris](#)
To: [Westra, Don](#); [Fortson, Donald O.](#)
Cc: [Tellis, Vickie](#); [Mills, Keith](#); [Weeks, Sharon E.](#); [Patillo, Shayla](#); [Greene, Warren](#); [Evans, Malikah](#); [Ashmeade, Iris](#)
Subject: Pre-staging, Shredding Recommendation, Supplies and Just in Time Training for the Fresh Start Initiative - Thanks!!!!
Date: Saturday, March 19, 2022 2:13:07 PM
Attachments: [Fresh Return Initiative-Checklist DRAFT MARCH 19 2022 IJA EDITS.docx](#)

As delineated on the attached, the Divisions are due to provide the following by March 23, 2022:

Divisional POC

Identified pre—staging areas for masks and gloves, excess/surplus property and records management

Don and Donald please be prepared to label each of the pre-staged location on Thursday, March 24, 2022. If Divisions fail to predesignate spaces, then choose them yourselves. We need to label each location so that employees know where to put their belongings.

Don and Shayla: It was recommended that we might consider getting a massive shredding truck to come in and have them available to shred on site. That would certainly help with documents that don't require retention but may have sensitive information or PII. I recommend looking into the feasibility of this. I don't think it would be cost effective to have a truck there daily for 3 weeks but at strategic time weekly would be my recommendation. Another option might be renting larger shredders that we could put one on each floor or every other floor for usage. My thoughts.

Don and Shayla: Could you please share the records plan in advance of our next Clean-up Planning Meeting next Wednesday.

Warren: We need to reach out again please to the PCOs to ensure they know again what they are doing. I know you provided training.

Shayla: I recommend reaching out to the Records Coordinators as well and providing any just in time training they may need.

Donald, Don, Shayla, Warren, Malikah: We need to ensure that we have all supplies on-hand, to include records boxes, gloves and masks NLT next Thursday, March 24, 2022. Reminder: Employees will not be cleaning their cubicles nor offices.

Thanks so much to each of you. Please be prepared to report out at our Wednesday meeting with Vickie.

Please let me know if you have any questions and recommendation or if I have missed something inadvertently. I appreciate it.

Iris

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